

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the HUMAN RESOURCES DEPARTMENT on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the closing date, the applications will be referred to the respective department.

JOB TITLE:	Assistant Pre-Construction Engineer
DEPARTMENT:	Public Works
SALARY:	\$37,987
BEGINNING DATE:	February 17, 2004
CLOSING DATE:	open until filled

MINIMUM QUALIFICATIONS:

BA/BS in related occupational field of study or 12 - 15 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Considerable knowledge of principles and theories of engineering, drainage projects, and the construction, widening and reconstruction of roads and bridges. Familiarity with laws and regulations and departmental policies and procedures. Proficiency in determining construction costs, estimating projects and supervision. Mastery of using a calculator, adding machine, and planimeter. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel. Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

MAJOR DUTIES:

Reviews proposed site plans, subdivisions, and other developments and coordinates with personnel in the office of License and Inspection. Approves/disapproves requests for utility encroachments, contractor payments, and/or requests for design changes and time extensions. Coordinates design of projects by consulting engineers with other agencies. Supervises projects and serves as a resource for subordinate personnel. Prepares and interprets contract documents and plans and coordinates the letting of contracts. Prepares cost estimates for construction projects.

ROOM 601, MUNICIPAL BUILDING, AUGUSTA, GA 30911, (706) 821-2306

We are an equal opportunity employer.